HR Appointments System Routing Approvals

There are nine routing stops shown on the Inbox for approvals in HR Appointments (HR Apps): SUPV, BUS, UNIT, HR, EXC, OFFER, ACCEPT, FE, and CONF.

Individual employee records display seven of these nine routing stops excluding the OFFER and ACCEPT stop. In addition, the individual employee records indicate the full name of the approver and the date and time it was approved.

Data in columns for approval stops in Inbox:
- "Go" -- indicates it is waiting on action at this stop.
- netid (gray in color) -- indicates who has accessed the record and is working on the appointment.
- netid (green in color) -- indicates who approved the appointment.
- "A" (green in color) -- indicates it has been approved at that stop.
- "p" (light gray in color) -- indicates it is pending at that stop.

Please note that an approver should not review and approve the appointment until all stops prior to their approval has a green netid or a green “A” in the column.

Instructions for Approvers at each Approval Stop:

SUPV – Supervisor – person who initiates the request.
Anyone with access to the system can be considered a “Supervisor” and make a request for an appointment. The system allows the submission of the full details of appointments to the appropriate staff and obtains the necessary reviews and approvals. This application eliminates lengthy e-mail communications with appointment information between employees, supervisors and the business units in the College of Education.

BUS – Business/Finance
- Reviews CFOP for correct elements and available funds during the period appointed.
- Works with department/unit if source of funds is questionable.
- Enters funding nickname (i.e., Dept ICR, State, Non-recurring, or grant pet name) in “Notes”.
- Approves or Denies within employee record on same line as CFOP if all is correct.

UNIT – Home Department/Unit
- Reviews employee appointment for the specified period, duties, and CFOP.
- Ensures appointment complies with departmental policies, procedures, and expectations.
- Approves or Denies within employee record in “Processing Checklist” table under “Step 3 UNIT”.

HR – Human Resources for Dean’s Approval
- HR Unit obtains Dean’s approval.
- Approves or Denies by clicking on “Go” in the Inbox.
- Once Dean’s approval or denial is received, approve or deny within employee record in “Processing Checklist” table under “Step 4 HR”.

EXC – Exception Processing by HR Unit
- HR Unit processes exception form, if necessary.
OFFER – Offer letter and review HR Unit
- HR reviews all appointment information
- Works with PI, supervisor, faculty member, support staff, Finance, department/unit and makes necessary corrections.
- Sends offer letter.
- Approves in Inbox once offer letter is sent.

ACCEPT – Acceptance of offer by HR Unit.
- Approves in Inbox once acceptance is received.

FE – Front End entry by HR Unit.
- HR Unit enters appointment in Front End.

CONF – Confirmation in Banner by HR Unit
- HR Unit confirms appointment is accurate in Banner.